



August 8, 2006

SUBJECT: Designation of Voting Delegate and Alternates for 2006 League of California Cities Annual Conference**REPORT IN BRIEF**

The League of California Cities' ("League") 2006 Annual Conference is scheduled for September 6th through September 9th, in San Diego, California. An important part of the Annual Conference is the Annual Business Meeting, scheduled for Saturday, September 9, 2006, at 8:30 a.m. At this meeting the League membership considers and takes action on resolutions that establish League policy. According to new procedures adopted this year by the League, in order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and may designate a voting delegate alternate ("alternate"). The City Council may also designate, in a separate action, a second voting delegate alternate ("second alternate"), should one be needed.

The attached *2006 Annual Conference Voting Delegate/Alternate Form* (Attachment A), the *Memo* regarding the designation requirements and registration (Attachment B), and the *Annual Conference Voting Procedures* (Attachment C) reflect the requirements and guidelines for designation of, registration of and voting by the delegate, alternate and second alternate.

Mayor Swegles has recommended that he serve as the voting delegate, Vice Mayor Lee serve as the alternate, and that a second alternate need not be designated. Mayor Swegles and Vice Mayor Lee are both attending the League's Annual Conference.

BACKGROUND

The City Council, annually, designates one Councilmember as the voting delegate and one Councilmember as the alternate for the League's Annual Conference in order to ensure that the City's interests are represented at the League's Annual Business Meeting. At this meeting, each member city of the League, through its voting delegate or alternate, has a right to cast one vote on resolutions or matters pertaining to League policy.

EXISTING POLICY

Legislative/Management Sub Element, Goal 7.3C - Participate in intergovernmental activities, including national, state and regional groups, as a

means to represent the City's interests, influence policy and legislation, and enhance awareness.

Legislative/Management Sub Element, Policy 7.3.C.1 - Represent City policy in intergovernmental activities in accordance with adopted policy guidelines.

Council Policy 7.3.12 – City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces.

DISCUSSION

An important part of the League's Annual Conference, in San Diego, is the Annual Business Meeting, scheduled for Saturday, September 9, 2006, at 8:30 a.m. At this meeting, the League membership considers and takes action on resolutions and matters that establish League Policy. In order to vote at the Annual Business Meeting, City Council must designate a voting delegate and may designate an alternate. Each member city of the League has a right to cast one vote on matters or resolutions pertaining to League Policy.

Consistent with League procedures, approved this year, the voting delegate and alternate must be designated by City Council; and the City must submit Attachment A, the *2006 Annual Conference Voting Delegate/Alternate Form*, by August 15, 2006. Additionally, the voting delegate and alternate must be registered to attend the League's Annual Conference; and at least the voting delegate or alternate must be present at the Annual Business Meeting on September 9th, and in possession of a voting card, in order to cast a vote on the City's behalf.

The voting card may be transferred freely between the voting delegate and alternate, but only between voting delegate and alternate. If the voting delegate and alternate are unable to attend the Business Meeting, they may not transfer the voting card to another city official. However, the City may designate a second alternate, in a separate action, should one be needed.

The City Council's designation of the voting delegate and alternate for the League's Annual Conference ensures that the City's interests are represented at the League's Annual Business Meeting.

Attachment A, the *2006 Annual Conference Voting Delegate/Alternate Form*, Attachment B, the *Memo* regarding the designation requirements and registration and Attachment C, the *Annual Conference Voting Procedures* reflect the requirements and guidelines for designation of, registration of and voting by the delegate, alternate and second alternate.

FISCAL IMPACT

There is no fiscal impact to this report.

PUBLIC CONTACT

Public contact was made through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City's web page, and the availability of the report in the Library and the City Clerk's Office.

ALTERNATIVES

1. Council designates: Mayor Ron Swegles as the voting delegate and Vice Mayor Otto Lee as the voting delegate alternate for the League of California Cities Annual Business Meeting, to be held on September 9, 2006, at 8:30 a.m.; and Council authorizes staff to submit and return the *2006 Annual Conference Voting Delegate/Alternate Form* to the League by August 15, 2006.
2. Council designates a Councilmember, in a separate action, as a second alternate voting delegate.
3. Council takes no action, at this time.
4. Other action as directed by Council.

RECOMMENDATION

Staff recommends Alternative 1: Council designates: Mayor Ron Swegles as the voting delegate and Vice Mayor Otto Lee as the voting delegate alternate for the League of California Cities Annual Business Meeting, to be held on September 9, 2006, at 8:30 a.m.; and Council authorizes staff to submit and return the *2006 Annual Conference Voting Delegate/Alternate Form* to the League by August 15, 2006.

Reviewed by:

Coryn Campbell for Robert Walker, Director of Office of City Manager

Prepared by: Andrea Georgelos, Interim IGR Officer

Approved by:

Amy Chan
City Manager

Attachments

- A. 2006 Annual Conference Voting Delegate/Alternate Form
- B. Memo regarding the designation requirements and registration
- C. Annual Conference Voting Procedures



CITY: _____

**2006 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by August 15, 2006. Forms not sent by this deadline may be returned to the Voting Delegate Desk located in the Annual Conference Registration Area.

In order to vote at the Annual Business Meeting, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: At this year's conference, voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this special area will be limited to individuals (voting delegates and alternates) who are identified with a special stamp on their conference badge. If your city's voting delegate and alternate wish to sit together at the Business Meeting, they are both encouraged to register at the Voting Desk in order to obtain the identifying stamp that will admit them to the special voting area.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE ALTERNATE

Name: _____

Title: _____

ATTEST (I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate.)

Name: _____

Phone: _____

Title: _____

Date: _____

Please complete and return by August 15 to:

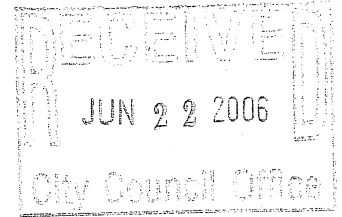
League of California Cities
ATTN: Debbie Kinsey
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240

June 7, 2006

TO: Mayors, City Managers and City Clerks

**RE: Designation of Voting Delegate and Alternate for 2006 League
Annual Conference – September 6-9, San Diego**



Please review this memo carefully, as new procedures have been adopted regarding designation of voting delegates and alternates and voting at the Annual Conference.

The League's 2006 Annual Conference is scheduled for September 6-9 in San Diego. An important part of the Annual Conference is the Annual Business Meeting, scheduled for Saturday morning, September 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting your city council must designate a voting delegate and may designate a voting delegate alternate.

Please complete the attached voting delegate form and return it to the League's office no later than August 15 so that voting delegate/alternate records may be established prior to the conference. At the conference, voting delegate forms may be returned to the Voting Delegate desk located in the conference registration area.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and alternate must be designated by the city council. When completing the attached voting delegate form, please attach either a copy of the council resolution that reflects the council action taken, or, have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternate **must** be done by city council action and cannot be accomplished by individual action of the mayor alone.
- **Conference Registration Required.** The voting delegate and alternate must be registered to attend the conference. At least one must be present at the Business Meeting and in possession of voting card in order to cast a vote.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting card may be transferred freely between the voting delegate and alternate, but only between the voting delegate and alternate. If the voting delegate and alternate find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Options.** In order to plan ahead for such situations, we suggest that when your council adopts the initial resolution designating the voting delegate and alternate that they also designate in a *separate action*, a second alternate, should one be needed. Verification of the appropriate city council action to designate the additional alternate should be used by the individual when requesting new alternate status at the voting desk. (Please note: A League bylaws change will be proposed at this year's conference to increase the number of alternates to two. However, if enacted, such a change will not go into effect until the 2007 conference.)
- **New Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special stamp on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternate wish to sit together, both should sign in at the Voting Delegate desk and obtain the special stamps on their badges.

The voting procedures that will be used at the conference are attached to this memo. Please share them with your council and especially with the individuals your council designates as your city's voting delegate and alternate.

The Voting Delegate desk in the registration area will be open September 6, 7 and 8 and prior to the Business Meeting on September 9. The Voting Delegate desk will also be open at the Business Meeting, but not during a roll call vote, should one be undertaken.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by August 15, 2006. If you have questions, please call Debbie Kinsey at (916) 658-8221.

Attachments:

- 2006 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



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www.cacities.org

**Annual Conference Voting Procedures
2006 Annual Conference**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council designates a voting delegate and an alternate; these individuals are identified in the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternate, may pick up the city's voting card at the voting card desk in the conference registration area.
4. **Signing Initiated Resolution Petitions.** Only those individuals registered and with signatures on file with the Credentials Committee may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee.
6. **New Voting Area at Business Meeting.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission will be limited to those individuals with a special stamp on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternate wish to sit together, both should sign in at the Voting Delegate desk and obtain the special stamps on their badges.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.